

Data Entry Protocol

Notes: To submit data to researchers and to use data for class analysis, data from the field on paper data sheets must be transferred to an electronic copy. This allows for easier data visualizing and analysis.

Data Entry. Your protocol may differ slightly, based on how your teacher sets up the data collection. However, all data will eventually end up in a Google sheet or Excel file.

1. Gather your completed data sheets from the field.
2. Using a computer, click the link for the Milkweed Data Collection Google form.
There is a template data collection google form that you teacher can share with the class.
3. Complete a form for each data sheet you completed in the field, that should be one for each milkweed plant you measured
 - a. Across the whole class, there should be at least three data sheets per plant, to increase data validity.
4. Follow the directions for data entry: Please do NOT record units, but enter the number associated with the measurement in the units listed.
5. In general, enter data measured to the level of precision at which you have to estimate just the last digit, but you are confident about the other digits.
6. Even if you had a plant that was dead or missing, complete the data form anyway. It is important to have this information.
7. Enter "NA" (using capital letters and no / symbol) for any data you can not collect.
8. Check your data entries before you submit the form.
9. If you realize you made a mistake after you submit the form, ask your teacher to open up the google sheet and correct the data there.
10. Turn in each data sheet you completed from the field. Retain these hard copies in case there are questions.
11. Teachers: As you review the data, if there are values that you believe are questionable in the google sheet, you may replace them with "NA" before submitting the electronic data forms to Emily Mohl.

Contact Emily Mohl at mohl@stolaf.edu or 773-729-0617 with any questions. Thank you!